

# Help Us Develop an Effective Partner Database for more than 600 partners along 4,900 miles



Project Title	Help Us Develop an Effective Partner Database for more than 600 partners along 4,900 miles
Project Summary	Help us eliminate our old, clunky spreadsheet as you develop an easy to use database allowing us to better manage our partnerships.
Country	United States

## Project Description

Help us eliminate our old, clunky spreadsheets as you develop an easy to use database allowing us to better manage our partnerships.

Database interns will assist the Trail is developing a Microsoft Excel database (and only using Excel as that is what we have access to) for the 4,900 miles of the trail. This is a complex task and will require good Excel skills as well as critical thinking. Good customer service skills are also a must as part of the duties will include making contact with partner sites to verify information and get new contacts.

Help us brainstorm ways to be more effective at conducting outreach to our partners and various audiences. Research local community resources in all 16 trail states to build upon an existing outreach contact database.

- Familiarity with Microsoft Excel
- Interest in database management
- Customer service skills
- Ability to organize large and complex amounts of information
- Developing points of contact for various organizations, governments and tribes

## Required Skills or Interests

### Skill(s)

Analytical writing

Data analysis

Data visualization

Design thinking

Editing and proofreading

Research

Software development

Writing

## **Additional Information**

*None*

## **Language Requirements**

*None*